## **Talent Gateway Form**

A Talent Gateway (TG) form contains a variety of information about an applicant. The applicant completes the form as they are applying for any vacancy. Below is a view of how this form will appear in the applicant forms list. To view the form, click the form name link or the binocular icon. Be certain to select the Job Response form with the req number/title (in this case 24BR: Secretary) that corresponds to your req. Use the elink icon to email this form to another person.



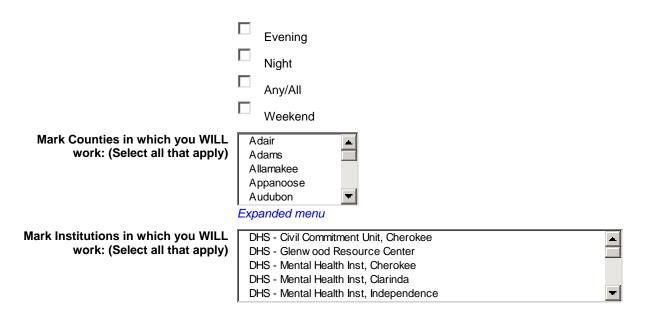
Talent Gateways forms can be one of three different types:

- 1. Non-promotional Gateway a general form completed through the Non-promotional Talent Gateway
- 2. Promotional Gateway a general form completed through the Promotional Talent Gateway
- 3. Job Response a gateway form completed through either gateway but tied to a specific Req

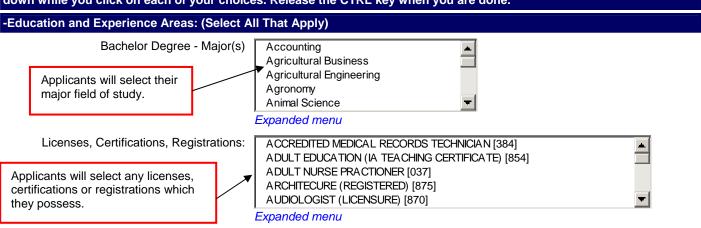
The applicant forms list may contain multiple Talent Gateway Forms. Unlike some of the applicant forms that are completed as part of the application process, a new TG form is completed each time an applicant applies for a new vacancy. This is because some of the availability information and the selective information may change based on the vacancy for which the applicant is applying. As a general rule, always view the most recent TG form, by default the one closest to the top of the list. Also look in the list for a Job Response form with your specific Req ID in the title. That will include some of the specific questions that were posted for your Req. That form should provide you with additional information specifically related to your vacancy.

Below is a view of the general information found on the Talent Gateway form.

* Preferred Method of Contact:		E-mail
* High School Graduate or Equivalent (GED)?		US Postal Service Yes
Equivalent (GED)?		No
* Bachelor's Degree or above?		Yes
	-	No
* Are you a permanent State of Iowa employee?		
What Executive Branch Department do you work for?	Exp	anded menu
Are you available Full-time and/or Parttime?		Full-Time
		Part-Time
		Both
Are you available for Travel?		Yes
		No
What Shift(s) are you available for?	П	



You can choose more than one option in some of the next questions. To choose more than one, hold your CTRL key down while you click on each of your choices. Release the CTRL key when you are done.



## For those Selectives with a (#) see expanded requirements

Accounting / Audit / Budget / Finance / Management (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

ACCOUNTING (#) [002]

ACCOUNTING (2 YRS EXP, 20 SEM HRS OR COMB) [780]

ACCOUNTING SYSTEMS USED BY ICC [793]

AUDITING [018]

BUDGETING [058]

In the approximation of the protection / AGRIC EXTENSION SERVICE (#) [039]

Agriculture / Environmental Protection /
Natural Resources / Parks and Recreation
(Select all that you have 6 months'
experience, 12 semester hours or
combination of both unless otherwise
indicated):

Architecture / Art / Library / Museum / Curator / Religion (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

AGRIC EXTENSION SERVICE (#) [039]
AGRICULTURAL PRODUCTS INSPECTOR [048]
AGRICULTURE (#) [006]
AIR POLLUTION CONTROL (#) [008]
ANIMAL SCIENCE [036]

AMERICAN ARCHITECTURE HISTORY [009]
ARCHITECTURAL HISTORY [013]
ARCHITECTURE [014]
ARCHIVAL MANAGEMENT [067]
ARCHIVIST (#) [462]

In the following sections, applicants will select any fields in which they have at least 12 semester hours of education or 6 months of experience. Selective areas have been grouped by subject area to make it easier for the applicants and for the hiring departments.HRE will use this information to determine eligibility for selectives. Departments can use this information when working lists of referred applicants.

Languages (Select All that you have AMERICAN SIGN LANGUAGE (ASL) [025] Fluency in lieu of education and ARABIC [867] experience): BI-LINGUAL: ABILITY TO SPEAK, READ, WRITE 2ND LANG. [878] **BOSNIAN** BRAILLE (INCLUDES WORD PROC FORMATTING/BRAILLING) [926] AIR CONDITIONING (HEATING/REFRIGERATION) [024] Automobiles / Maintenance / Trades / Occupations / Machines / Engines / Printing AMUSEMENTS RIDES-INSPECTION, INSTALL, MAINT [010] / Editing: (Select all that you have 6 AUTO BODY [019] months' experience, 12 semester hours or **AUTO MECHANICS [020]** combination of both unless otherwise AUTO SERV (TUNE-UP,OIL CHNG,TIRE MOUNT) [021] indicated): Business / College / Student Aid / ADVERTISING [070] Economic Development / Emergency Mgmt BUSINESS (#) [063] / Homeland Security / Marketing / Sales / BUSINESS ADMINISTRATION (2 YRS EXP, 20 SEM HRS OR COMB) [781] Customer Support: (Select all that you have **BUSINESS ADMINISTRATION [061]** 6 months' experience, 12 semester hours BUSINESS CONTINUITY/DISASTER RECOVERY (#) [729] or combination of both unless otherwise indicated): Computers / Information Technology / ACQUISITION DBA (#) [421] Telecommunication / Media / Mass ADSO-IDMS (#) [234] Communications / Journalism (Select all ADVANCED GEOGRAPHIC INFORMATION SYSTEMS (#) [228] that you have 6 months' experience, 12 APPLICATIONS SUPPORT [071] semester hours or combination of both ARCVIEW [128] unless otherwise indicated): Expanded menu Criminal Justice / Law Enforcement / ADMINISTRATIVE LAW (#) [004] Investigations / Inspections / Fire Safety / BLDG & FIRE CODES & HANDICAPPED ACCESS REGS [224] Workforce - Labor / Insurance / Law / BUILDING AND FIRE CODE EXPERIENCE (#) [227] Vocational Rehab (Select all that you have CAREER DEVELOPMENT COUNSELING EXPERIENCE (#) [257] 6 months' experience, 12 semester hours CERT TO OPERATE IA SYSTEM/CRIM JUSTICE INFORMATION [935] or combination of both unless otherwise indicated): Education (Select all that you have 6 COLLEGE LEVEL EDUCATION EXPERIENCE (#) [256] months' experience, 12 semester hours or ECONOMICS (2 YRS EXP, 20 SEM HRS OR COMB) [784] combination of both unless otherwise ED/GUIDE OR COUNS (CAREER EXPLORATION) [189] indicated): EDUCATION (INFORMATION TECHNOLOGY) (#) [957] EDUCATION [186] Engineering (Select all that you have 6 AGRICULTURAL ENGINEERING (#) [007] months' experience, 12 semester hours or BIO-MEDICAL ENGINEERING (#) [065] combination of both unless otherwise CHEMICAL ENGINEERING [093] indicated): CIVIL ENGINEERING (2 YRS EXP, 20 SEM HRS OR COMB) [782] CIVIL ENGINEERING [097] Health / Medical / Nursing / Pharmacy / AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY [905] Disabilities / Human Services / Corrections APPLIED BEHAVIORAL ANALYSIS [921] / Institutions (Select all that you have 6 AUTOPSY [942] months experience, 12 semester hours or **BAKING** [050] combination of both unless otherwise BENEFITS ADMINISTRATION [909] indicated): Expanded menu Miscellaneous - Military / Location ARMY TRAINING MANAGEMENT (#) [235] /Transportation / Typing / Utilities / Human **BRIDGE DESIGN [062]** Resources (Select all that you have 6 **BRIDGE INSPECTION [057]** months' experience, 12 semester hours or CARTOGRAPHY [110] combination of both unless otherwise CHICAGO ILLINOIS (Experience / Semester Hours not applicable) [042] indicated): Expanded menu Science (Select all that you have 6 months'

experience, 12 semester hours or combination of both unless otherwise

indicated):

ANTHROPOLOGY [011]	_
ARCHEOLOGY [012]	
BIOLOGICAL SCIENCES [054]	
BIOMETRICIAN [919]	
CHEMISTRY [094]	•

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٥	Genera	al Q	uest	ions

Are you willing to undergo a thorough background investigation by the Department of Criminal Investigation?

## -Social Worker Questions

Do you hold a Graduate or Bachelor's degree of Social Work from a college or university accredited or approved by the Council on Social Work Education or another comparable body comparable body?

Yes

No